

234006/28/04

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **POLICE CAPTAIN**

DEFINITION

Under general direction, to perform responsible administrative, investigative and technical work in directing the activities of a major division of the Police Department; to perform highly responsible and technical staff assistance; and to do related work as required.

REPORTS TO: Deputy Chief of Police

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Chief of Police. Exercises general supervision over a division of sworn officers and civilian staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Plan, direct, supervise and coordinate a division of the Police Department; develop staffing plan; study crime and other reports to determine trends and make recommendations for changes in organization and operating procedures.
- Supervise the Patrol Division; organize and assign personnel among shifts; review shift activities through reports prepared by subordinate officers and through conferences with command personnel; instruct personnel in operating procedures.
- Supervise the Traffic Division; organize and assign personnel among shifts, review shift activities and coordinate field activities, follow-up details and traffic accident investigations; direct and supervise parking enforcement and school crossing guard activities.
- Supervise the Investigative Division; assign subordinates to investigate specific problems and cases and review their records and reports; coordinates information gathered and work accomplished by subordinates.
- Supervise the Support Services Division and participate in activities involving records, technical services, communications and planning and analysis.
- Supervise the Administrative Division; assume administrative responsibilities involving the department's budget, purchasing and personnel functions; conduct special studies of departmental functions.
- Provide technical advise and assistance; direct and participate in the investigations of the more difficult or complex criminal cases; prepare and supervise preparation of cases for court.
- Periodically review operating procedures and make recommendations for improvements.
- Plan, develop and implement department training program.
- Assist in budget preparation and administration.
- Respond to the most difficult citizen complaints and requests for information.
- Coordinate police activities with other City departments and divisions and with outside agencies.

- Supervise train and evaluate assigned staff.
- Serve as Acting Police Chief as assigned.

QUALIFICATIONS

Knowledge of:

- Modern police principles, methods, practices and techniques with particular emphasis on activities of the assigned division.
- Pertinent Federal, State and local laws or ordinances, particularly with reference to arrest, search and seizure and evidence.
- Departmental rules and regulations.
- Methods and practices of police administration.
- Functions and objectives of Federal, State and other local law enforcement agencies.
- Principles and practices of organization, administration, budget and personnel management.

Ability to:

- Plan, organize and coordinate the work of subordinate personnel.
- Analyze complex police problems.
- Communicate clearly and concisely, both orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Supervise, train and evaluate assigned staff.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to Bachelor's Degree from a university or college with major work in police science, business or public administration or a related field.

Experience: Four years increasingly responsible supervisory experience in municipal police work, including at least three years in a responsible middle management capacity.

MEDICAL CATEGORY: Group 3

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Police Captain

TO: Deputy Chief of Police